

Division of Administration

**OFFICE
of
STATE BUILDINGS**



FACILITIES MANUAL

Information and Guidelines
For
Building Tenants

September 18, 2006

OSB FACILITIES MANUAL

Table of Contents

| <u>Section</u> | <u>Page</u> | <u>No.</u> |
|---|-------------|------------|
| OSB Mission Statement | | 1 |
| OSB Responsibilities to Tenants | | 1 |
| OSB Responsibilities to Facilities | | 1 |
| Tenant Responsibilities | | 2 |
| OSB Work Hours | | 3 |
| OSB Telephone Numbers | | 3 |
| Building Managers Offices | | 3 |
| Reporting Maintenance Problems | | 4 |
| Requests for Renovations and Enhancements | | 5 |
| Building Safety / Security | | 5 |
| Contracted Services | | 6 |
| General Policies | | 7 |
| Smoking | | 7 |
| American with Disabilities Act (ADA) | | 8 |
| Notices, Advertisements and Soliciting | | 8 |
| Inmate Labor | | 8 |
| Interior Plant Policy | | 10 |
| Appendix A | | 11 |

Office of State Buildings (OSB) Mission Statement

The mission of the Office of State Buildings is to provide for the operations, maintenance, and safety/security within and around all building facilities under Division of Administration jurisdiction.

Four regional divisions perform Operations and Maintenance: Alexandria/Lafayette Region, Shreveport/Monroe Region, New Orleans Region, and the Baton Rouge Region. The Operations Division has local and regional responsibilities for operations and preventive maintenance.

Safety/Security involves the reduction of injuries, danger and damage that may be the results of facilities impairment issues that will provide a reasonable level of safety and security to tenants, visitors and employees which are jointly addressed by the Operations and Maintenance Divisions, with oversight from the Fiscal / Administrative Division and Work Control Section.

Four distinct functional divisions perform repairs and minor construction: Architectural, Mechanical, Electrical, and Horticultural. These divisions have statewide responsibilities over maintenance functions. Large construction projects and repairs are handled via contracts through Facility Planning and Control and/or the Office of State Purchasing.

OSB Responsibilities to Tenants

- ❖ Provide a habitable, clean, safe, and secure work place.
- ❖ Provide prompt attention to tenant's and visitor's building needs/problems.
- ❖ Provide for the operation and maintenance of heating, ventilation, and air conditioning (HVAC), electrical and plumbing equipment.
- ❖ Provide for the maintenance of interior finishes, hardware, building exterior, and landscaping.
- ❖ Provide janitorial, waste management, pest control, fire protection, energy management systems, and elevator maintenance services through contractual agreements.
- ❖ Assist and coordinate safety and monitor emergency evacuation activities as well as liaison between the building tenants and the security provider.
- ❖ Notify contact person at each agency in the building of upcoming major projects and any asbestos and/or lead abatement/removal work.

OSB Responsibilities for Facilities

- ❖ Enforce OSB tenant policies and procedures. Perform liaison services between the building tenants and OSB personnel regarding building activities.
- ❖ Conduct regular, scheduled building inspections for purpose of maintaining the facility and its systems.
- ❖ Perform scheduled preventive maintenance and minor repair work on building mechanical and electrical systems and related equipment. Perform routine minor maintenance tasks, including but not limited to: replacing lamps in lighting fixtures, replacing stained ceiling tiles in suspended grid lay-in-ceiling, replacing filters, and other tasks as directed by OSB supervisory personnel.
- ❖ Certify that contracted services such as custodial, security, pest control, etc. are being performed in compliance within the scopes of each contract.

Tenant Responsibilities

A. Upkeep of Facilities

1. Treat facilities with respect. Do not place scotch tape or mark on interior or exterior walls, interior or exterior doors, etc. These items will be removed without notification. No artwork, picture or similar items are to be hung on interior or exterior walls or interior or exterior doors except as specifically provided in the Facilities Manual. If anyone wishes to hang artwork, pictures or similar items on the interior walls of an enclosed office intended for his/her individual use; OSB personnel must be called to hang any such items. Artwork, pictures or similar items are to be hung on cubicle walls only with the use of materials or devices approved by the furniture manufacturer for that purpose and approved by OSB. All such artwork, pictures or similar items must be appropriate for a business setting. Do not prop open doors with anything other than a doorstop designed for that purpose (e.g., jamming broom handles in hinges). Doors designed to shut automatically are never to be propped open.
2. Keep corridors, hallways, electrical closets, HVAC equipment rooms, and elevator equipment rooms clear of furniture, equipment, boxes, and storage of any type.
3. Coordinate with building manager when arranging furniture. (To avoid extension cords, telephone cable and damage to walls and floors.)
Note: Tenants are responsible for installation of furniture, file cabinets, computer hutches, etc.
4. If the work desks or workstations chairs do not have the approved casters for the various types of flooring (IE. Carpet, Composite Tile, etc.) Each agency or department is then responsible for supplying a plastic floor mat under chairs.
5. Report deficiencies in construction or maintenance, or accidents caused by deficiencies to your specified Building Manager. Refer to your agency's safety program to determine what accidents or Potentially hazardous conditions should be reported to your Safety Coordinator.

B. Notify and Provide

1. Promptly notify OSB of maintenance problems/needs by contacting OSB Work Control Section at (225) 219-4820 or E-mail address **DOA-WORKCONTROLGROUP@ LA.GOV**.
2. Notify OSB and receive appropriate authorization/approval prior to starting **any** alterations to building space. This includes but is not limited to structural, HVAC, electrical, painting (including any wall coverings), flooring (including all carpeting), keying etc. All paint and carpet specifications must be reviewed and approved by OSB. All **projects** must be channeled through and be managed by OSB and/or Facility Planning & Control.
3. Provide OSB and Facility Planning with notice, in accordance with the applicable lease of any intention to vacate building space. If no lease provision applies, provide OSB and Facility Planning with as much advance notice as possible of any intention to vacate building space.
4. Provide OSB with the right of access to the premises at any time to inspect said premises. Inspections by OSB personnel of enclosed offices intended for individual use and of workstations in general, should be no more extensive than what is necessary to ensure compliance with the Facilities Manual.
5. Provide OSB with name of tenants' contact from each agency for emergencies and other building related correspondence.
6. Provide (on an annual basis) a list of vendors and associated account numbers to facilitate expeditious completion of requested projects. **Note:** A form will be submitted to each agency for completion in May of each year. These forms are to be completed/updated and returned to the Work Control Section at OSB no later than June 15 of each year. Failure to provide the required information may result in a delay of any requested projects.

C. Compliance

1. Compliance with all OSB policies and procedures relative to the facilities.
2. Compliance with all State Fire Marshall codes and regulations.

OSB Work Hours

Regular work schedule Monday – Friday, 7:30 a.m. – 4:00 p.m.:

- ❖ Administrative Section/Service Center
- ❖ Maintenance Divisions, Baton Rouge – (Architectural, Mechanical, Electrical).
- ❖ Operations: Baton Rouge Capitol Complex, Lafayette, New Orleans, Harvey, Shreveport, and Monroe.

Regular work schedule Monday – Friday, 7:00 a.m. – 3:30 p.m.:

- ❖ Horticultural Division: Baton Rouge

OSB Telephone Numbers

Telephone #

- | | | |
|--|-----------------------------------|--------------------|
| ❖ Service Center (Superintendent / Administrative) | (225) 219-4800 | Fax (225) 219-4810 |
| ❖ Work Control Division | (225) 219-4820 | Fax (225) 219-4826 |
| ❖ OSB Security: Baton Rouge | (Provided by Dept. Public Safety) | (225) 342-5911 |
| ❖ Wooddale & Champion Buildings Security: | (Provided by contracted services) | (225) 219-4799 |
| ❖ OSB Security: Regional & Out of Town | Contact Building Manager | |

Building Managers Offices

Baton Rouge Division

| | | |
|---|---|--|
| Sector #1 (State Capitol, Capitol Annex, Pentagon Barracks, Arsenal State Library, State Museum) | Ken Burch Maintenance Superintendent | Work (225) 342-5913 Page (225) 934-9625 |
| Sector #2 (ISB, 1 st Circuit Court, Poydras, Claiborne, Governor's Mansion, Service Center) | Marvin Palmer Maintenance Superintendent | Work (225) 342-5942 Page (225) 233-3015 |
| Sector #3 (Galvez Bldg & Garage, LaSalle Bldg & Garage, Bienville, Iberville) | Ken Aukerman Maintenance Superintendent | Work (225) 342-5940 Page (225) 233-3024 |
| Sector #4 (Baton Rouge State Office Bldg., Wooddale, Champion, Old Governor's Mansion) | Ray Cruse Maintenance Superintendent | Work (225) 925-4290 Page (225) 233-3027 |
| Central Plant | Lionel Olivier Operating Engineer Superintendent | Work (225) 342-7079 Page (225) 234-4425 |

Note: All calls for Baton Rouge facilities "after hours" will be directed to the Central Plant, which is staffed on 24-hour per day basis

Alexandria / Lafayette Division

| | | |
|---------------------------------|--|--|
| Alexandria S.O.B. | Numa LaCaze Maintenance Superintendent | Work (318) 487-5015 Page (318) 427-8537 |
| Brandywine III & VI (Lafayette) | James Wallace Facility Maintenance Mgr. | Work (318) 262-5309 Page (318) 295-2229 |

New Orleans Division

Supreme Court, Harvey S.O.B.

Kerry Mangin
Maintenance Superintendent

Work (504) 524-2901
Page (504) 477-9534

Shreveport/Monroe Division

Shreveport S.O.B., 2nd Circuit Court

Charles Linnear
Facility Maintenance Mgr.

Work (318) 676-7440
Page (318) 632-3619

Monroe S.O.B.

Randy Gosdin
Maintenance Superintendent

Work (318) 261-3105
Page (318) 340-7421

Note: All Emergency Calls after hours should be directed to the Building Manager of the appropriate State Building.

Reporting Maintenance Problems

For items such as inoperable doors, burned-out lights, electrical circuit outages, temperature control, plumbing problems, broken pipes, no toilet paper, safety hazards, etc., tenants should contact either their respective Maintenance Superintendent for your area facility (see previous info) or Work Control at (225) 219-4820 or e-mail to _DOA-WORKCONTROLGROUP@LA.GOV, for resolution of the problem(s). Please be prepared to give your name, the location of the problem (i.e. building, floor, and room number), and a phone number where OSB can reach you should it be necessary, and the nature of the problem. Your call will be inputted into a computerized work order system. Ask the name of the person to whom your request is given so that a follow up call will not result in a duplicate issuance of the same work order. Your request will be dispatched via a work order to the appropriate craft shop to correct/address the problem. It will also be assigned a work priority based on criteria such as "safety and security, potential damage, inconvenience, or routine." Emergency situations will prompt an immediate phone or radio call from OSB to the appropriate agency, staff, or personnel.

Generally, if the problem involves an existing part of the building, which is broken, deteriorating, or defective, it is viewed as maintenance work. OSB will make repairs at no additional cost to the tenant. Some problems may be caused by conditions, beyond the scope of our in-house capabilities, and/or annual budget. Upon review of this type of request, a program for a Capital Outlay request may be initiated to acquire the necessary funding. If the problem involves a request for changes to an existing condition to satisfy your agency's growth or changes in function, or simply aesthetic needs, please refer to the section below concerning renovations.

In response to the Energy Management Act of 2001, state facilities will not routinely provide heating or cooling on weekends (see La. R. S. 39:251 through 257). Request for air-conditioning on weekends and holidays must come from the agency head. Please notify OSB Work Control via phone (225) 219-4820, fax (225) 219-4810 or E-mail (_DOA-WORKCONTROLGROUP@LA.GOV) before 3:00 p.m. Monday –Thursday and 10:30 a.m. on Friday to receive approval and allow for scheduling of necessary air handling equipment. Calls received after 3:00 p.m. or 10:30 a.m. on Friday may not be processed.

- ❖ In accordance with the Energy Management Act of 2001, and the potential electrical problems, OSB prohibits space heaters in all state facilities. To enforce this requirement administrative assistance from the various agency supervisors will be needed.

Requests for Renovations and Enhancements

Modifications to facilities shall **not** be made to the premises by tenants or their contractors for items including but not limited to: HVAC, electrical systems/wiring, painting, carpeting, adding or removing walls and/or partitions, or adding, removing or reconfiguring modular furniture, even at agency's expense, without prior approval from the Office of State Buildings.

All requests for renovations or enhancements, including everything from changing locks to erecting walls **must** be submitted in writing for review and approval to the Office of State Buildings, ATTN: Mrs. Heather Berot, 1928 North Third Street, Baton Rouge, Louisiana 70804, phone (225) 219-4800. Upon review and approval by OSB, the request will be established as a reimbursable project and billed to the tenant, or arrangements will be made for the tenant to contract directly if they so desire. If a private contractor makes renovations or additions, OSB must inspect the work after completion. The written project request must indicate: the department requesting, a description of the work to be done, source of funding, location (building name, floor, room), name of requestor, name of contact person and telephone number, and who is to perform work, i.e. OSB or outside contractor (this will be determined by OSB, based on our current and projected work load).

If OSB forces are to perform the work, a letter will be submitted to the requestor providing an estimate for labor and materials. Upon approval by the requestor via a "Project Request Approval Form," the project will be scheduled. Options are available for OSB to assist the agencies in obtaining the required materials for the project; however the requestor **must** make arrangements to pay for the materials, i.e. open charge accounts at specific vendors and authorize OSB to use the accounts for the project. Please note that OSB must receive approval via an authorized signature within a 14 day time period. The requestor's three digits org. numbers and the requestor's designated vendor(s) and account number(s), are also required. If the information is not correctly filled out, the job will be delayed. Upon receipt by Work Control of the required information, the project will be assigned a project number and work will be subsequently scheduled for a mutually convenient time. The Office of Finance and Support Services will base billing on labor hours accumulated to the unique project number and in accordance with the previously approved estimate.

If an outside contractor is to perform work, OSB personnel will assist in preparing bidding documents, help develop a potential bidder list based on our previous experience with contractors, and when requested, secure bids and follow through until a contract is awarded. OSB then monitors the work in progress, assist with any changes in the scope of the work, and recommend payments to the contractor through the Office of Facility Planning and Control. OSB will also perform project closeout procedures, e.g., preparation of punch lists and determining substantial and final completion.

Written approval is required from OSB prior to installing any permanent equipment. All items permanently installed or attached to any part of the building (including tenant spaces) immediately become property of the building owner. These items are not to be removed by the tenant unless the building's owner grants written approval. The tenants must pay all cost associated with the removal and the refurbishment of the area from which it was removed. These items include, but are not limited to: window air conditioners, built-in furniture (such as cabinets, shelves, counters and workstations), decorative trim, window treatment, and carpet.

Building Safety / Security

Basic security provisions are provided for our facilities. Working with a representative tenant committee, OSB will assist in developing a security program that meets tenant's needs, given the location of the building and the determined level of security. DPS or other law enforcement agencies or other security personnel will provide security in accordance with the guidelines established by OSB and the Tenant Committee. Phone numbers for summoning security are listed in "Appendix A" attached. All agencies should encourage employees to lock valuables when leaving their work area, even if for a short time. The Office of Risk Management does not cover the loss of privately owned property even if it may have been taken from a state owned building. Requests for re-keying of locks, additional keys, and additional key cards must be submitted in writing to the Director of the Office of State Buildings. If locks must be re-keyed because a tenant lost a master key or for some other reason attributable to the fault of the tenant, the tenant must pay the cost of re-keying the locks. Additional information and questions can be forwarded to the OSB Security Officer at (225) 219-4799.

The Office of State Buildings, subject to the authority of the State Fire Marshall, is required to maintain buildings for which it is responsible in accordance with the applicable Life Safety Codes. Compliance will provide a reasonable level of safety from injury, danger and damage. Tenant agencies should notify the OSB Safety and Loss Manager of any accidents, incidents or near misses. Tenants should also notify the Building Manager of any such occurrences caused by deficiencies in construction or maintenance. Refer to your agency's safety program to determine which occurrences should be reported to your Safety Coordinator. Basic responsibilities are:

- ❖ To provide for adequate safety by implementation of reasonable and effective safeguards.
- ❖ In cooperation with the various agencies ensure that egress paths are clear and unobstructed. Ensure that exit devices are equipped with emergency release mechanisms or are unlocked.
- ❖ To ensure that egress points and routes are clearly marked to provide necessary cues and avoid confusion.
- ❖ To ensure prompt notification by providing early warning of fire via visual and audio notification.
- ❖ To provide adequate lighting.

The Office of State Buildings, working with a representative of the Tenant Committee, will assist in the development of emergency plans and fire drills. Additional information and questions can be forwarded to the Safety and Loss Manager at (225) 219-4798

CONTRACTED SERVICES

Janitorial Services

These services are provided through contractual agreements, either with prison inmates (via Prison Enterprises) or private companies. Janitorial services include vacuuming and periodical shampoo of carpets, sweeping and mopping tile floors and bathrooms, replenishing soap, toilet paper and hand towels, emptying trash, and other miscellaneous custodial duties. Any complaints or questions regarding these services should be directed to the Maintenance Superintendent of your building /sector. For tenants in buildings, which are cleaned by inmate labor, please see section on Inmate Labor on page 7 of this manual.

Security

Security is provided through either the Department of Public Safety (DPS) or through contractual agreement with private companies. Security guards will be present to monitor building premises as per pre-determined schedules. Modifications to extend or change security procedures should be directed through Office of State Buildings. Contact OSB Security Officer at (225) 219-4799.

Waste Management

Dumpsters are provided via contractual services. Janitorial workers are to empty the building's trash containers at least daily. We may provide recycling containers at some buildings for white paper, aluminum, glass and plastics. Your cooperation in these efforts is appreciated.

Pest Control

Qualified pest service contractors perform spraying for pests such as roaches, ants, gnats, and other insects. Eating and drinking in the building should be restricted to break rooms or kitchen areas so as to prevent infestation of pests and avoid spills on carpets or tile floors. Tenants are **prohibited** from bringing their own pesticide (e.g. Raid, Bengal, etc.) into the building.

Elevator Operations and Maintenance

Elevator maintenance is provided through contractual agreement with a private company. Elevator problems occur; the problem should be reported immediately to OSB, Work Control at (225) 219-4820, for buildings in the Baton Rouge Region and to the respective Building Manager for all other regional buildings. OSB will record elevator trouble calls and failures will be reported to the contractor for corrective action.

If trapped in an elevator, please refer to the instructions posted inside the elevator. If no instructions are posted inside the elevator, follow these general guidelines

- 1) Push the stop button (alarm should sound)
- 2) Pull the stop button back out, the elevator should start to move.
- 3) If the elevator does not begin to move, push a different floor button to see if elevator will start.
- 4) If this does not occur, do the following:
 - A) Open phone box
 - B) Push the button
 - C) Talk to person on phone and give them the following information:
 - ❖ Give your name.
 - ❖ Give the name of the building in which you are located.
 - ❖ If possible, give the floor you are trapped on.
 - ❖ Wait patiently for rescue. Rescue personnel will arrive within 30 minutes.

If doors open and the cab floor is not level with the landing you should do the following:

- 1) Close the doors by pushing "close doors" button
- 2) Push a call button for a different floor.
- 3) When doors open, if the elevator cab floor is still not even with floor, do the following:
 - A) Open phone box
 - B) Push the button
 - C) Talk to person on phone and give them the following information:
 - ❖ Give your name.
 - ❖ Give the name of the building in which you are located.
 - ❖ If possible, give the floor you are trapped on.
 - ❖ Wait patiently for rescue. Rescue personnel will arrive within 30 minutes.

Warning: DO NOT attempt to vacate an elevator without assistance from a rescue team.

General Policies

- ❖ No tape etc. is to be applied to doors or wall surfaces - resultant costs from damage shall be borne by the tenant
- ❖ No portable heaters are allowed in the building or any open flames (IE candles, incense burners, potpourri burners). All toasters, toaster ovens and any other small appliance which would be subject to activating smoke alarms and/or fire alarm systems are prohibited.
- ❖ No soft drinks cans or bottles are to be collected.
- ❖ No coffee makers or microwaves are allowed in private offices; this is to occur in kitchens or break areas only.
- ❖ No pets or animals are allowed in buildings. (Exception: Seeing eye dogs for visually impaired)

Smoking

Smoking shall be confined to the "designated" smoking areas at each facility. Ashtrays/urns are provided; tenants should not dispose of cigarette butts in flowerbeds or grounds area.

Americans with Disabilities Act (ADA)

The provisions of ADA cover all public entities, activities, and services. One of the important provisions of the act that jointly impacts OSB and its tenants is facility accessibility. Architectural barriers must be eliminated making both new construction and alterations “accessible”, and/or include an “accessible path of travel” to all “primary function areas.” In order to meet the prescribe requirements; OSB performs compliance evaluations which are limited to only the “common area” of the buildings. This includes all exterior areas, corridors, toilet-rooms, stairs, elevators, concession area, lobbies, public meeting rooms and, generally all areas not within that of any agency / tenant. The tenant agency is responsible for ADA compliance within their respective areas. A copy of OSB’s evaluation form for ADA compliance is available from the Architectural Division Manager upon request.

Notices, Advertisements and Soliciting

Solicitation is not permitted within the building, or on its grounds and parking lots. The Building Manager will display appropriate notices for the prohibition of solicitation. Bulletin boards are provided in various places throughout the building for posting purposes. Notices and advertisement postings are limited to these bulletin boards. Posting items on doors, walls, hallways, or windows in the common areas is prohibited and will be strictly enforced.

Inmate Labor

OSB contracts with Prison Enterprises to utilize inmates to perform custodial and ground services for the majority of the facilities in the Baton Rouge Region. In buildings where these services are utilized, inmates can be readily identified by the jumpsuits they wear (dark green) with the appropriate correctional institute name stenciling. If you have any questions or concerns about inmate relations, please address them to the security guard on duty in your building. If, however, you have a concern about the quality of the services being performed, you should contact the Maintenance Superintendent of your facility. It is requested that the following "do and don't" list, be disseminated and adhered to by your staff while the inmates are performing their services:

Prisoner Responsibilities

- ❖ No prisoner shall have under his immediate control any drugs, alcoholic beverages, weapons, cash money, syringes or any other item not permitted by institutional policy. If you have any questions regarding whether an item is contraband, please check with the inmate’s supervisor (DCI employees).
- ❖ No prisoner shall commit or threaten physically or verbally to commit bodily harm upon any person.
- ❖ No prisoner shall engage in disruptive and boisterous behavior.
- ❖ No employee shall be subject to unsolicited, non-threatening, or abusive conversation; correspondence or phone calls by inmates. Prisoners shall address employees by proper title or by “Mr., Mrs., Miss., or Ms.”, whichever is appropriate.
- ❖ No prisoner shall bribe, influence or coerce anyone to violate institutional policies, procedures, rules or state or federal laws or attempt to do so.
- ❖ No prisoner shall operate or participate in any game.
- ❖ No prisoner shall invade the privacy of an employee with unsolicited, non-threatening, affectionate or overly sexual conversation, correspondence or phone calls.
- ❖ Prisoners must be in the areas assigned to them at all times and must perform their tasks with reasonable speed and efficiency. Any inmate that refuses to work will be returned to DCI).

Tenant Responsibilities

- ❖ Employees **shall not** engage in conversation with an inmate other than simple courtesies. An employee should not respond to questions, interact in conversation, ask work related questions or give instructions to an inmate. If conversation is required other than the most simple and brief, the correctional officer ***must*** be contacted.
- ❖ Employees **shall not** correspond with an inmate by phone, mail, note or any other method.
- ❖ Employees **shall not** mail letters or any other articles for an inmate.
- ❖ Employees **shall not** be affectionate with an inmate to include casual touching, either alone or in the presence of others or develop any type of relationship with an inmate, his family or friends.
- ❖ Employees **shall not** call or accept calls from an inmate, his family or friends. If you should receive a call either from an inmate or for an inmate, reject it and report it immediately to a correctional officer or the institution.
- ❖ Employees **shall not** allow an inmate to use any telephone and should report any use of a telephone to a correctional officer immediately.
- ❖ Do not leave valuables, office supplies or contraband (i.e. jewelry, scissors, letter openers, money, cigarettes, lighters, weapons, alcohol, drugs, medication, postage stamps, or cell phones) where it would be accessible to an inmate. These items should be secured at all time. If you have any questions as to what is considered contraband, please consult with a correctional officer.
- ❖ Employees **shall not** give anything to an inmate (i.e. money, cigarettes, candy, pictures, telephone numbers). Nor should an employee accept anything from an inmate (i.e. painting, drawings, poems, correspondence).
- ❖ Employees **shall not** bribe, influence or coerce an inmate or his family or friends to violate institutional policy, procedures, rules or state or federal laws (or attempt to).
- ❖ Any employee who is related to or acquainted with an inmate assigned to the building in which they work, **must** report this to their supervisor and/or correctional officer immediately.
- ❖ Employees **shall not** leave on their desk or discard into garbage cans any materials containing personal information (i.e. home address, bills, social security number, bank information, credit cards, credit card receipts or statements).
- ❖ Employees should secure their personal computers when not in use and memorize computer passwords. Do not leave them written where an inmate can easily read it.
- ❖ Employees **shall not** assign an inmate work outside their regular work area. All communications and/or jobs regarding and inmate ***must*** be directed to a correctional officer.

Interior Plant Policy

The addition of interior plants to offices administered by the Division of Administration Office of State Buildings must follow the policy set forth in this document. This policy has been set to protect the interior surfaces of state office buildings, protect the health of employees working in these facilities, insure the aesthetic quality of the building, and insures good pedestrian traffic flow through the offices.

- ❖ Desktop plants may be brought to the office for the enhancement of the work place.
- ❖ No plants are to be placed on the floor or on overhead storage bins.
- ❖ All plants must be set in saucers that are large enough to catch run off from the plants when watered. Foil from florists and thin plastic liners on baskets are inadequate and will not function as a saucer.
- ❖ Plants must be treated at home with insecticides or fungicides. They may be returned when they are insect and disease free and no longer in need of treatment.
- ❖ Ivies must be contained and not allowed to vine along shelves, windows, and other furniture.

“Appendix A”

| City/Building | Hours | Non-Emergency Security | Telephone# | Emergency Telephone |
|--|---|-------------------------------|---|----------------------------|
| ALEXANDRIA | | | | |
| Alexandria State Office Bldg | All hours | | Alexandria City Police 449-5099 | 911 |
| BATON ROUGE | | | | |
| 1 st Circuit Court of Appeals | 7:00 a.m.-8:30 p.m. Mon.-Fri. | | Court security officer 342-3601 or Ext 217,222,223,233 | 911 |
| | After hours | | DPS Police 342-5911 | |
| 17 th St. (Property Control) | All hours | | DPS Police 342-5911 | 911 |
| A.Z. Young | All hours | | DPS Police 342-5911 | 911 |
| Arsenal Museum | All hours | | DPS Police 342-5911 | 911 |
| Baton Rouge State Office | All hours | | DPS Police 342-5911 | 911 |
| Bienville Building | All hours | | DPS Police 342-5911 | 911 |
| Brickyard Facility (Property Control) | All hours | | DPS Police 342-5911 | 911 |
| Capitol Annex | All hours | | DPS Police 342-5911 | 911 |
| Central Plant | All hours | | DPS Police 342-5911 | 911 |
| Champion A & B | All hours | | Baton Rouge City Police 389-3831 | 911 |
| Claiborne Bldg. | All hours | | DPS Police 342-5911 | 911 |
| DEQ Lab | All hours | | DPS Police 342-5911 | 911 |
| Governor's Mansion | All hours | | DPS Police 342-5911 | 911 |
| Galvez Garage | 5:00 a.m. - 9 p.m. Mon.-Fri. callbox located in elevator and stairwells calls to management office. | | After hours--- must call 911 | 911 |
| Galvez Building | All hours | | DPS Police 342-5911 | 911 |
| Poydras | All hours | | DPS Police 342-5911 | 911 |
| Iberville Building | All hours | | DPS Police 342-5911 | 911 |
| ISB (Data Center) | All hours | | DPS Police 342-5911 | 911 |
| LaSalle Garage | 5:00 a.m. - 9 p.m. Mon.-Fri. callbox located in elevator and stairwells calls to management office. | | After hours--- must call 911 | 911 |
| LaSalle Building | All hours | | DPS Police 342-5911 | 911 |
| Old Governor's Mansion | All hours | | DPS Police 342-5911 | 911 |
| Pentagon A, B, C, D | All hours | | DPS Police 342-5911 | 911 |
| Service Center | All hours | | DPS Police 342-5911 | 911 |
| State Capitol | All hours | | DPS Police 342-5911 | 911 |
| State Library | All hours | | DPS Police 342-5911 | 911 |
| Visitor Center | All hours | | DPS Police 342-5911 | 911 |
| Wooddale Tower | All hours | | Baton Rouge City Police 389-3831 | 911 |

“Appendix A”

| | | | |
|---|------------------------------------|--|-----|
| <i>LAFAYETTE</i> | | | |
| Brandywine 3 | 6a.m.-6p.m. Mon.-Fri. | Commissioned law enforcement officer on duty Brandywine 3 #262-1351 or 1035 | 911 |
| | After hours | Lafayette City Police 291-8613 | |
| Brandywine 6 | 6a.m.-6p.m. Mon.-Fri. | Commissioned law enforcement officer on duty Brandywine 6 262-1351 or 1035 | 911 |
| | After hours | Lafayette City Police 291-8613 | |
| <i>MONROE</i> | | | |
| Monroe State Office Bldg | All hours | Monroe City Police 329-2600 | 911 |
| <i>NEW ORLEANS</i> | | | |
| Harvey State Office Bldg | 7:30 a.m.-4 p.m. After hours | Capitol Police officer on duty 361-6015 Jefferson Parish Sheriff's Dept. 349-5322 | 911 |
| New Orleans State Office | 7:30 a.m.-4:30 p.m. After hours | Capitol Police officer on duty 568-3138 New Orleans City Police 829-2222 | 911 |
| New Orleans State Annex | 7:30 a.m.-4:30 p.m. After hours | Capitol Police officer on duty 568-3138 New Orleans City Police 829-2222 | 911 |
| New Orleans Supreme Court | All hours | Capitol Police 310-2459 | 911 |
| <i>SHREVEPORT</i> | | | |
| 2 ND Circuit Court of Appeal | 8:00 a.m.-8:00 p.m. Mon.-Fri. | Commissioned law enforcement officer on duty 2 nd Circuit Court of Appeal 227-3705 | 911 |
| | After hours | Shreveport City Police 675-2150 | |
| Jordan Street Bldg | 8:00 a.m.-4:00 p.m. Mon.-Fri. | Commissioned law enforcement officer on duty Shreveport State Office Bldg. 676-7443 | 911 |
| | After hours | Shreveport City Police 675-2150 | |
| Shreveport State Office Bldg | 8:00 a.m.-4:00 p.m. Mon.-Fri. | Commissioned law enforcement officer on duty Shreveport State Office Bldg. 676-7443 | 911 |
| | After hours | Shreveport City Police 675-2150 | |